

Virginia Wireless E-911 Services Board Project Management Monthly Activity Report

Vendor: MAST International
Region/Locality: New River Valley
Period: May, 2003

Activity Report					
Task	Locality	% Complete	Total Hours	Hours this period	Comments
Active Tasks					
Phase II(1)T/C Capt Mosby	Blacksburg			0.75	re: Critical Factors Meeting
(5)Contact Capt. Mosby re:Mutual Aid agreement	Blacksburg			0.5	Agreements being reviewed
(8)Contact Lt. Bradberry re:Boundary areas	Blacksburg			0.5	Will obtain info
(10)T/C Capt Mosby dates and times for drive testing	Blacksburg			0.75	Testing scheduled
(11)Documented USCC continuity testing results	Blacksburg			0.25	
(11)Contact Lt. Bradberry re:NRV monthly meeting	Blacksburg			0.25	Agenda items
(11)Documented updates PSAP project checklist	Blacksburg			0.5	
(14)USCC and Verizon scheduling and testing	Blacksburg			7.25	
Phase II(1)Contact M. Cox	Christiansburg			1.75	re: Critical Factors Meeting
(5)Mutual Aid agreement revised and completed	Christiansburg			0.5	Copies on file
(9)T/C M. Cox follow up on routing issues with T.W.	Christiansburg			0.5	
(10)Compiled documents for phase 1 compliance	Christiansburg			1.5	
(11)Review of current E911 national information	Christiansburg			0.25	
(11)Documented updates PSAP project checklist	Christiansburg			1.25	
(15)Compiled quarterly funding information	Christiansburg			1.25	Placed in True-up folder for PSAP
Phase II(1)T/C Maj. Turner	Montgomery			2	re: Critical Factors Meeting
(5)Received copy of Mutual Aid agreement	Montgomery			0.25	
(8)Contact Maj. Turner boundary maps from Intrado	Montgomery			0.25	
(10)Compiled documents for phase 1 compliance	Montgomery			1	
(11)Documented updates PSAP project checklist	Montgomery			1.5	
(14)Contact Intrado PSAP boundary verification doc.	Montgomery			0.5	
(15)Meeting Maj. Turner Phase 1 completion needs	Montgomery			0.25	
Phase II(1)Met Lt. Surber to complete Critical Factors	Pulaski			1.5	Mapping factors for vendor selection
(4)Contact Lt. Surber re:quarterly payment letters	Pulaski			0.5	
(5)T/C Chief Terry status of mutual aid agreement	Pulaski			1	Agreements being reviewed
(8)Created cell tower maps by WSP with sectors	Pulaski			2	Maps furnished to PSAP
(10)T/C Lt. Surber process taken to correct issues	Pulaski			0.75	
(10)Compiled documents for phase 1 compliance	Pulaski			1	
(10)Reviewed problem with Nextel Partners calls	Pulaski			2.25	Calls being dropped/solution provided by Nextel Paaaaaartners
(10)T/C John Spangler update on address issue	Pulaski			0.75	Addressing should be completed by MSAG by June 10th
(11)T/C MAST re:Nextel Partners, ECO's process	Pulaski			0.25	
(11)Met John Spangler for phase 1 doc's and info	Pulaski			1.25	
(11)Updated project checklist and payment letters	Pulaski			0.25	
(14)Contac Lt. Surber re: carrier testing worksheet	Region			0.25	
(15)True-up re:fourth quarter payment sheet	Pulaski			0.5	Filed w/ True-up documentation
Phase II(1)Update for Critical Factors	Radford			2	Meeting with C. Harris
Phase II(1)T/C C. Harris project info 911sys., mapping	Radford			0.5	
(4)Funding approval letter from state wireless board	Radford			0.5	Copy on file
(5)Prepared Mutual Aid agreement for Chief and Atty	Radford			2.75	

(8)T/C C. Harris for final cell tower routing	Radford			0.75	
(9)Routing problems	Radford			0.5	Verizon still working on issues
(10)Compiled documents for phase 1 compliance	Radford			1.5	
(10)Contact C. Harris new 911 system status	Radford			3.75	Reviewed possible upgrade to CPE/required interfaces w/mapping/CAD
(10)Conference call re:testing with TCS/USCC	Radford			1.5	
(15)Created call tracking sheets	Radford			0.5	For wireless calls from Wise County
(11)Documented testing results with USCC	Radford			0.5	
(14)Scheduling and rescheduling of drive testing	Radford			2.75	USCC/Verizon
(14)Phase 1 testing with USCC	Radford			2.5	
(14)Drive testing with Verizon	Radford			3	
Phase II(1)Critical Factors for map vendor selection	Region			11	
Phase II(1)Drafted tasking guidelines for Phase II	Region			4.5	Will be reviewed at Regional Mtg. 06/03
Phase II(3)Created sample Phase II letter	Region			1.25	
Phase II (6) Reviewed requirements	Region			0.5	
(8)Collection of info for cell tower routing	Region			2.75	USCC/Verizon
(8)TC tower location info for NRV PSAP group	Region			1.5	Corrections
(8)Updated and reviewed project mgr books Phase 1	Region			0.5	
(9)Implementation and testing information with USCC	Region			1	
(10)Review PSAP documents/verification	Region			15	Verified all documentation for each PSAP complete
(10)Review for needs of tasking for regional director	Region			7.75	Changes and adjustments to schedule
(10)Status calls and updates phase 1	Region			8.25	
(10)Contacts with Aston Cole	Region			2.25	Info ref. Status
(10)Contact Rod Phillips,CPE needs for NRV PSAP	Region			0.5	
(11)Correspondence to receive information	Region			8.25	Contacts w/PSAPs ref. Issues/questions
(11)Updating info for all PSAPs/project tasking	Region			8.75	Compiled info for PSAP binders
(11)Update and review of CMRS reports	Region			1.25	Checked for changes/updates
(11)Newsletter and reporting	Region			5.25	May issue mailed/prepared
(11)Regional Meeting contacting/updating	Region			7.5	
(12)Current Report for PSAPs	Region			6.5	
(12)Monthly DIT Report	Region			4.5	
(12)Meeting w/ Steve Marzolf	Region			1	
(12)VENA Apco Training Conference	Region			4	
(13)Training Manual	Region			5.25	Changes/corrections
(13)Met w/ Mel Sheridan to discuss training manual	Region			0.5	
(15)Quarterly Payment Letters/True-up	Region			2.5	Obtained documentation for records
			0	170.75	

Completed Tasks					
			0	0	

Issues of Importance		
Issue	Actions Proposed to Resolve Issue	Comments
